

**SECTION 00110****SUBMISSION REQUIREMENTS AND INSTRUCTIONS****1. SELECTION PROCESS**

- a. The selection process used for this solicitation will be a two-phase design-build Request for Proposal (RFP). Phase One shall require the offeror to submit relevant qualifications and overall technical/design approach for this project to include Experience, Past Performance, Key Personnel, and Technical/Design Approach. Phase Two shall require the offeror to submit a unique technical solution for this project in the form of drawings, narratives, management plan, schedule, and price. No more than five (5) offerors will be selected for Phase Two.
- b. Only those offerors that are determined to be most highly qualified in Phase One will be asked to submit their design and related information for Phase Two.

**2. GENERAL REQUIREMENTS**

- a. The intent of this RFP is to solicit proposals for the Design and Construction, and demolition of a multi-year New Family Housing Units Program at Davis Monthan AFB, Arizona. The solicitation criteria rely upon industry standards, as much as possible, to allow the Offeror a degree of innovation and design flexibility while meeting certain specific project requirements.
- ~~b. Submit your proposal packages to the U.S. Army Corps of Engineers, Los Angeles District, at the address shown in Block 8 of Standard Form 1442.~~
- ~~c. The Government must receive your proposal no later than the time and date specified in Block 13 of Standard Form 1442.~~
- d. All offerors will receive written notice if they were or were not selected to compete in Phase Two. Those selected for Phase Two shall have approximately forty-five (45) days for submittal of phase-two proposal requirements. Offerors shall perform sufficient design

work prior to submitting proposals in order to verify quantities and costs.

- e. Proposal clarity, organization and cross referencing is mandatory. Offerors should sufficiently detail and clearly define all items addressed herein and shall label and tab their proposal consistent with the solicitation format (Tab A, B, C, etc.) outlined herein. Written portions of Phase One and Phase Two shall be in 8-1/2" x 11" format using no more than 6 lines per inch and with three holes punched, in a three-ring binder. Include a table of contents. Each page of each volume of the proposal shall have a page number on the bottom of the page starting with the first page to the last.

### 3. PHASE-ONE REQUIREMENTS

**General.** Submit the phase-one proposal in two volumes. Information shall be organized sequentially under the specified Tabs to facilitate evaluation.

- (1) Volume 1, Qualifications, contains Tabs A through D. Submit original and six copies of Phase One, Volume 1. Volume 1 is not expected to exceed 75 (seventy-five) single-sided pages excluding personnel resumes and performance evaluations.
- (2) Volume 2, Pro-Forma Requirements, contains Tab A. Submit original only of Phase One, Volume 2.

#### PHASE ONE, VOLUME 1-QUALIFICATIONS

##### **FACTOR 1: EXPERIENCE (TAB A)**

Relevant experience shall be submitted using the Project Experience Form provided at the end of this Section. The form should be reproduced for each project submitted. Additional lines may be added if required. Information provided on the project experience forms will be evaluated for this Factor 1, and will also be used to support the evaluation of Factor 2, Past Performance (Tab B). Offerors are invited, but not required, to submit photographs of especially successful projects in conjunction with this Tab. **Note: Projects that are the same for 2 or more categories below should only be submitted on one Project Experience Form.**

- (1) OFFEROR (PRIME CONTRACTOR): Provide up to five (5) examples of projects within the recent past which are similar to this project in scope and magnitude. Provide an explanation of how these projects are similar in scope and magnitude to the work required in this RFP.
- (2) DESIGN FIRM(S): Provide up to five (5) examples of projects within the recent past which are similar in scope and magnitude to this project. Provide an explanation of how these projects are similar in scope and magnitude to the work required in this RFP.
- (3) TEAM EXPERIENCE: Provide up to five (5) examples of projects within the recent past in which the contractor and design firm have worked together and which are similar in scope and magnitude to this project. Provide an explanation of how these projects are similar in scope and magnitude to the work required in this RFP.
- (4) KEY SUBCONTRACTORS: Identify your key subcontractors whose performance will be critical to the success of this project. Provide up to five (5) examples of projects within the recent past which are similar in scope and magnitude to this project for which any of your key subcontractors played a major role. Provide an explanation of how these projects are similar in scope and magnitude to the work required in this RFP. If work will be performed in-house, rather than subcontracted out, provide a statement to that effect.

**FACTOR 2: PAST PERFORMANCE (TAB B)**

Past Performance will be evaluated primarily from two different sources:

1. Owner/Client Past Performance Surveys
2. DOD database of performance evaluations

For each project pertaining to the Offeror (Prime Contractor) submitted under Factor 1 - Experience (Tab A), the offeror shall provide to his previous customer(s) a completed copy of the Project Experience Form along with a

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blank Owner/Client Past Performance Survey, which is provided at the end of this Section. The customer shall return both forms directly to the Contract Specialist at the address given below. Surveys must be received by the proposal due date at the following address:

U.S. Army Corps of Engineers, Los Angeles  
 District  
 Contracting Division, Attn: Tina A. Frazier  
 911 Wilshire Blvd, 10076  
 Los Angeles, CA. 90017  
 or FAX 213-452-4187

**Usage of Small Businesses on Past Projects:** Offerors will be evaluated on the extent to which they have historically been successful in complying with the requirements of FAR clauses 52.219-8, Utilization of Small Business Concerns, and 52.219-9, Small Business Subcontracting Plan, in establishing realistic, yet challenging goals, and show evidence of ability to achieve the goals. Offerors who have had no prior Federal Government contracts from which to assess past performance will not be penalized. If a large business, the offeror will provide small business goals and achievements for the projects included in TAB A - Experience, as requested on the Project Experience Form. If any goal was not met the offeror shall provide an explanation. Both large and small businesses will identify their efforts in complying with FAR Clause 52.219-8, Utilization of Small Business Concerns, on the designated place on the project experience forms.

**FACTOR 3: KEY PERSONNEL (TAB C)**

Use the Resume Form provided at the end of this Section to provide qualifications for the key personnel who will be dedicated to this project. Lines may be added to the attached resume form as required. See Section 00800, Special Contract Requirements for information on substitution of key personnel after award.

- (1) Design Team: Include at a minimum the Design Project Manager, Architect, Civil Engineer, Structural Engineer, Mechanical Engineer, and Electrical Engineer. State which individuals will be the registered designers of record and provide their respective year of professional registration (see FAR clause 52.236-25 in Section 00700).

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- (2) Construction Personnel: Include at a minimum the Construction Project Manager, Construction Site Superintendent, Contractor Quality Control Manager, and Safety Officer. Contractor Quality Control Manager shall have direct line of authority to upper management above superintendent level with the ability to stop work due to quality concerns.

**FACTOR 4: TECHNICAL APPROACH (TAB D)**

Based on your understanding of the Technical Design and Construction Requirements (refer to Section 01010) identify what you consider to be the unique challenges, opportunities, and constraints inherent to this project in particular. Without committing to an actual design solution, explain how this understanding might inform or direct your proposal for Phase Two. Address your design and construction approach to the unique Phasing required for the three separate sites in this project. Include your proposed operations and sequence of work that demonstrates your firm's ability to accomplish the work.

**PHASE ONE, VOLUME 2--PRO FORMA REQUIREMENTS  
(This Volume will not be evaluated)**

**TAB A: SECTION 00600**

Provide completed Section 00600, Representations and Certifications of this Request for Proposal.

**TAB B: BONDING CAPABILITIES**

Provide a letter from a Bonding (Surety) Company demonstrating the offeror's capability to secure performance and payment bonds for a single task order of \$50 million or concurrent task orders of \$100 million. Failure to provide this letter shall result in a rejection of your proposal and elimination from further competition.

(End of Phase-One Requirements)

**SOLICITATION NO. DACA09-03-R-0008**  
**FAMILY HOUSING, DAVIS MONTHAN AFB, AZ**  
**PROJECT EXPERIENCE FORM**

Provide a completed form for each project for which experience is being claimed.

Offeror \_\_\_\_\_  
\_\_\_\_\_

Work performed by Offeror [ ] and [ ] or by key subcontractor  
\_\_\_\_\_ and [ ] or [ ]  
design firm \_\_\_\_\_ (enter firm  
name and check "and" or "or" as applicable)

Was the project design-build? \_\_\_\_ Yes \_\_\_\_ No

Project Name:

\_\_\_\_\_

Project Location:

\_\_\_\_\_

Owner/Client:

\_\_\_\_\_

Role on this project (for party whose experience is being  
provided on this form): [ ] prime contractor; or [ ]  
subcontractor.

Was Project a firm-fixed-price contract (Y/N)? \_\_\_\_ If No, what  
type was it? \_\_\_\_\_

Brief Description of Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract Amount at Award: \_\_\_\_\_  
Final Contract Amount or Estimated Cost at Completion:

Amount added by Modification: \_\_\_\_\_

Explanation of any Cost Growth:

\_\_\_\_\_  
\_\_\_\_\_

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Original Contract Completion Date: \_\_\_\_\_  
 Final Contract Completion Date: \_\_\_\_\_  
 Actual Completion Date: \_\_\_\_\_  
 Time added by Modification: \_\_\_\_\_  
 Explanation of any Late Finish: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Was the project terminated early or were cure/show cause letters received?

\_\_\_ Yes \_\_\_ No

Explain early termination (default/convenience) or cure/show cause letters: \_\_\_\_\_  
 \_\_\_\_\_

Safety record: \_\_\_ Accidents, \_\_\_ Incidents, \_\_\_ Violations  
 (indicate Yes or No)

List and explain any customer concerns or dissatisfaction.  
 Explain how you responded.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### **SMALL BUSINESS SUBCONTRACTING:**

What were the various small business percent goals in the original contract, if applicable (large business offerors only)?

SDB: \_\_\_\_\_ WOB: \_\_\_\_\_ Small Business: \_\_\_\_\_ Veteran-owned: \_\_\_\_\_  
 HUBZone: \_\_\_\_\_

What was the actual percent achieved at contract completion?

SDB: \_\_\_\_\_ WOB: \_\_\_\_\_ Small Business: \_\_\_\_\_ Veteran-owned: \_\_\_\_\_  
 HUBZone: \_\_\_\_\_

Explanation-If goals were not met \_\_\_\_\_  
 \_\_\_\_\_

Extent and Types of Work Subcontracted to Small Businesses (see Far 52.219-8, Utilization of Small Business Concerns) (Applies to both large and small business offerors.)  
 \_\_\_\_\_  
 \_\_\_\_\_

Was the project owner an agency of the federal government?

\_\_\_\_ Yes \_\_\_\_ No

Name, address, FAX and telephone number of the owner:

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Name and telephone number of a representative of **your firm** who is knowledgeable of this project and can readily be contacted:

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Name, address, FAX and telephone number of a **representative of the owner** who is knowledgeable of this project and can be readily contacted:

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Name, address, FAX and telephone number of the **Contracting Officer** if project was for federal government:

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**SOLICITATION NO. DACA09-03-R-0008**  
**FAMILY HOUSING, DAVIS MONTHAN AFB, AZ**  
**OWNER/CLIENT PAST PERFORMANCE SURVEY**  
 (Fill out all applicable parts)

The U.S. Army Corps of Engineers, Albuquerque District, is interested in your assessment of the named company's "past performance." **Past performance** refers to the company's record of conforming to contract requirements and to standards of good workmanship; the company's record of forecasting and controlling costs; the company's adherence to contract schedules including the administrative aspects of performance; the company's history of reasonable and cooperative behavior and commitment to customer satisfaction; and the company's general business-like concern for the interest of the customer.

These questions relate to the work performed by \_\_\_\_\_  
 (Name of Offeror)

at \_\_\_\_\_  
 (Name and Location of Project)

1. Is the information provided by the contractor in the attached Project Experience Form accurate and correct to the best of your knowledge?

Yes      No      Why Not?

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2. How would you rate the performance of this Contractor on the subject project:

a. Conformance to contract requirements and standards of good workmanship  
 Excellent      Good      Satisfactory      Fair      Unsatisfactory

b. Adherence to contract schedules including the administrative aspects of performance  
 Excellent      Good      Satisfactory      Fair      Unsatisfactory

c. Reasonable and cooperative behavior and commitment to customer satisfaction  
 Excellent      Good      Satisfactory      Fair      Unsatisfactory

d. General business-like concern for the interest of the customer  
 Excellent      Good      Satisfactory      Fair      Unsatisfactory

e. Contractor's price, in terms of initial price and control of changes or claims  
 Excellent      Good      Satisfactory      Fair      Unsatisfactory

3. Additional Comments. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Date \_\_\_\_\_

Return to: U.S. Army Corps Of Engineers, Los Angeles District  
Contracting Division, Attn: Tina A. Frazier  
911 Wilshire Blvd. 10076  
Los Angeles, . Ca 90017

Ph: (213) 452-3252 FAX: (213) 452-4187

**SOLICITATION NO. DACA09-03-R-0008**  
**FAMILY HOUSING, DAVIS MONTHAN AFB, AZ**  
**RESUME FORM**

Check applicable block.

**DESIGN PERSONNEL:**

☐ Project Manager    ☐ Key Designer: Discipline \_\_\_\_\_

**CONSTRUCTION PERSONNEL:**

☐ Project Manager    ☐ Site Supervisor    ☐ Superintendent    ☐ CQC Manager  
☐ Safety Officer

Name of Individual:

\_\_\_\_\_

Employed by:

\_\_\_\_\_

Number of years with firm:

\_\_\_\_\_

Number of years as practicing professional in your current field

\_\_\_\_\_

Education (degree(s)/year/ specialization):

\_\_\_\_\_

\_\_\_\_\_

Achievements, Special Recognition, and Honors:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Active Registration: Number/State/Year:

\_\_\_\_\_

\_\_\_\_\_

Experience: (most recent to earliest)

**Project:** \_\_\_\_\_ **Company** \_\_\_\_\_

\_\_\_\_\_

Dates: From \_\_\_\_\_ to Present

Type of Construction or Design:

\_\_\_\_\_

\_\_\_\_\_

Duties & Responsibilities:

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**Project:** \_\_\_\_\_ Company

Dates: From \_\_\_\_\_ to \_\_\_\_\_

Type of Construction or Design:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duties & Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project:** \_\_\_\_\_ Company

Dates: From \_\_\_\_\_ to \_\_\_\_\_

Type of Construction or Design:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duties & Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project:** \_\_\_\_\_ Company

Dates: From \_\_\_\_\_ to \_\_\_\_\_

Type of Construction or Design:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duties & Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBCONTRACTING PLAN FORMAT**

**SUBCONTRACTING GOALS FY 2002  
for Los Angeles District Contracts**

	Small Business	71.1
10.2%	Small Disadvantaged Business	
10.6%	Woman-Owned Small Business	
	HUBZone Small Business	3%
3%	Small Disadvantage Veteran-Owned Small Business	
	Veteran-Owned Small Business	3%

- 1. SUBMIT YOUR PLAN IN THE ATTACHED FORMAT**
- 2. Subcontracting Plans will be evaluated in accordance with FAR Clause 52.219-9 and AFARS Appendix DD.**

**SUBCONTRACTING PLAN**  
**SOLICITATION NO. DACA09-03-R-0008**  
**FAMILY HOUSING DAVIS MONTHAN AFB, AZ**

**FIRM**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I. Dollar Amounts (If possible, DO NOT include indirect costs):

- a. Total amount of contract \$ \_\_\_\_\_
- b. Total estimated amount of planned subcontracting dollars \_\_\_\_\_
- \$ \_\_\_\_\_
- c. Total dollars planned to be subcontracted to small business concerns (including d, e, f, and g, below)
- \$ \_\_\_\_\_
- d. Total dollars planned to be subcontracted to small disadvantaged business concerns
- \$ \_\_\_\_\_
- e. Total dollars planned to be subcontracted to women-owned small business concerns \$ \_\_\_\_\_
- f. Total dollars planned to be subcontracted to HUBZone small business concerns
- \$ \_\_\_\_\_
- g. Total dollars planned to be subcontracted to small disadvantaged veteran-owned small business \$ \_\_\_\_\_
- h. Total dollars planned to be subcontracted to veteran-owned small business concerns
- \$ \_\_\_\_\_

II. Percentage goals (expressed in terms of percentage of total planned subcontracting dollars):

(If contract has options, the basic contract and each option must have separate goals and be listed separately.)

- a. Percentage of contract to be subcontracted (Ib divided by Ia) \_\_\_\_\_ %
- b. Percentage of subcontracting dollars to be subcontracted to small business concerns (Ic divided by Ib) \_\_\_\_\_ %
- c. Percentage of subcontracting dollars dollars to be subcontracted to small

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- disadvantaged business concerns  
(Id divided by Ib) \_\_\_\_\_ %
- d. Percentage of subcontracting dollars  
to be subcontracted to women-owned  
small business concerns (Ie divided by Ib) \_\_\_\_\_ %
- e. Percentage of subcontracting dollars  
to be subcontracted to HUBZone small  
business concerns (If divided by Ib) \_\_\_\_\_ %
- f. Percentage of subcontracting dollars  
to be subcontracted to small disadvantaged  
veteran-owned small business concerns  
(Ig divided by Ib) \_\_\_\_\_ %
- g. Percentage of subcontracting dollars  
to be subcontracted to veteran-owned  
small business concerns (Ih divided by Ib) \_\_\_\_\_ %

1. State your firm's policy statement or provide evidence of **internal guidance to company buyers** recognizing commitment to Pub. L. 99-661, Section 1207, and Pub.L. 100-180, Section 806. Describe special emphasis placed on subcontracting with SDBs. Describe corporate and management commitment to meeting your subcontracting plan.

2. Describe your firm's efforts to broaden SB, SDB, WOSB, HUBZone SB, SD veteran-owned small business and veteran-owned SB active vendor base. Specifically describe your efforts in increasing subcontracts to SBs and SDBs for non-complex and general housekeeping supplies or services normally awarded to firms already in your firm's vendor base. Describe plans to use competition restricted to SDBs and give details about how your firm will accomplish this.

3. Describe your firms "Outreach Efforts" (ongoing and planned actions) to work with organizations to identify potential sources for items not traditionally awarded to SB, SDB, WOSB, HUBZone SB, and veteran-owned SB firms. Provide your proposed plan to conduct reviews to determine the competence, ability, experience and capacity available in SB, SDB, WOSB, HUBZone SB, SD veteran-owned small business and veteran-owned SB firms and to provide them technical assistance.

4. Describe supplies and services to be subcontracted and planned for subcontracting to SB, SDB, WOSB, HUBZone SB, and veteran-owned SB firms. Indicate intent to review key project elements of the construction contract for subcontracting to each of the above elements. Specifically describe how your plan



targets specific SBs, SDBs, WOSBs, HUBZone SB, SD veteran-owned small business and veteran-owned SBs for review to determine their competence, ability, experience and capacity and identifies specific components or major portions of the acquisition for consideration of the above elements. Describe your firm's intent to work with large business subcontractors for key project elements to ensure "flowdown" of this philosophy.

5. Describe your firm's efforts, based on results of efforts described in No. 3 and No. 4 above to ensure them an equitable opportunity to participate in acquisitions. Specifically, describe how the firm intends to evaluate its own SB, SDB, WOSB, HUBZone, SD veteran-owned small business and veteran-owned SB award performance and program effectiveness against the established goals, both company-wide and for the individual plan being negotiated. Additionally, how does your firm plan to establish long-range relationships with the above elements?

6. Address how your firm has historically been successful in establishing realistic, yet challenging, goals and achieving them. Provide supporting evidence of this in the form of SF294 and SF295 Subcontracting Reports or other available documentation. Your firm will not be penalized in the case where there is no previous defense contract history.

7. The following additional information must be included in your firms subcontracting plan and failure to provide this information will result in your plan not being approved and will be returned to your office for revision before the contract can be awarded:

a) The name of the offeror's employee responsible for administration of the subcontracting plan and description of duties as follows:

The individual who will administer this firm's subcontracting program:

**NAME** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

Description of duties:

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b) A statement affirming intent to comply with subcontracting "flowdown" provisions as follows:

This firm will include Clause FAR 52.219-8 entitled, "Utilization of Small Business Concerns," in all subcontracts that offer further subcontracting opportunities and will require all subcontractors (except small business concerns) who receive subcontracts in excess of \$1,000,000.00 to adopt and comply with a plan similar to the plan required by the clause FAR 52.219-9, "Small Business Subcontracting Plan."

c) Statements affirming willingness to cooperate in studies and to provide reports as follows:

This firm will submit such periodic reports and cooperate in any studies or surveys as may be required in order that the Government can determine the extent of compliance by the offeror with the subcontracting plan and this firm will submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and SF 295, Summary Subcontract Report in accordance with the instructions on the forms.

d) A statement that indirect costs are either included or excluded from the proposed goals and, and if included, how they will be prorated.

e) A description of efforts to ensure that SBs, SDBs, WOSBs, HUBZone, SD veteran-owned small business and veteran-owned small businesses have an equitable opportunity to participate in the acquisition.

f) A recitation of the types of records that will be maintained to demonstrate procedures that have been adopted to comply with the requirements and goals in the subcontracting plan as follows:

In accordance with FAR 52.219-9(d)(11), this firm will maintain the following types of records to demonstrate procedures that have been adopted to comply with the requirements and goals set forth in this subcontracting plan (Offeror will indicate here the nature of these records.) To be considered acceptable, the records shall include, at a minimum, the following:

- (1) SB, SDB, WOSB, HUBZone, SD veteran-owned small business and veteran-owned SB source lists, guides, and other data.

- (2) Organizations contacted or to be contacted for SB, SDB, WOSB, HUBZone, SD veteran-owned small business and veteran-owned SB sources.
- (3) Records on each subcontract solicitation, resulting in an award of more than \$100,000, indicating on each solicitation whether SB, SDB, WOSB, HUBZone, SD veteran-owned small business and veteran-owned small business were solicited, and if not, why not.
- (4) Records of other outreach efforts, such as with minority and small business trade associations, business development organizations, and veteran service organizations, and attendance at small and minority business procurement conferences and trade fairs.
- (5) Records of internal guidance and encouragement provided to buyers through such activities as workshops, seminars, and training programs, and follow-up monitoring activities to evaluate compliance.

**FIRM'S REPRESENTATIVE:**

SIGNATURE: \_\_\_\_\_

PRINTED/TYPED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_